1. We will provide you a link to the **Training Events** screen (example shown below). The Training Events screen provides a list of all classes offered for the July through December 2015 semester. All classes are listed according to class date. Our system does not offer a sort feature to group classes. We apologize for this inconvenience.

2. Locate the class you would like to enroll your staff into and click the *Register* button.

3. Scroll down the page to the *Register using Email* section.

4. Type the email address of the student you are enrolling in the *Email Address* field.

5. Type the first name of the student you are enrolling in the *First Name* field.

6. Type the last name of the student you are enrolling in the *Last Name* field.

7. Type the classification of the student you are enrolling in the *Student Classification* field.

8. Select the name of the class you are enrolling your student in from the *Please confirm class* dropdown menu.

9. Select the date of the class you are enrolling your student in from the *Please confirm class date* dropdown menu.

10. Select the location of the class you are enrolling your student in from the *Please confirm class location* dropdown menu.

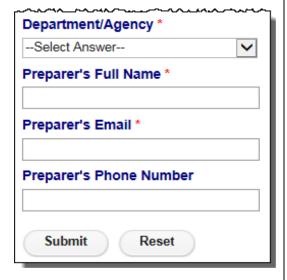11. In the *"Have the course prerequisites been met?"* question, select either *Yes* or *No*. If *No*, please STOP and enroll your student in the required prerequisite.

Department/Agency *

--Select Answer-- ▼

Preparer's Full Name *

Preparer's Email *

Preparer's Phone Number

Submit   Reset

12. Select your department/agency from the *Department/Agency* dropdown menu.

   Department/Agency *

   --Select Answer-- ▼

13. Type the full name of your <u>Training Coordinator</u> in the *Full Name* field.

14. Type the email address of your <u>Training Coordinator</u> in the *Email Address* field.

15. Type the phone number of your <u>Training Coordinator</u> in the *Preparer's phone number* field.

16. Click the *Submit* button to complete registration.

   In case of error, clear all entries by clicking the *Reset* button.

   Note that your entry will **not** be submitted if you do not click the *Submit* button.

17. Once your registration is submitted, a *Confirmation Page* will display.

> **For Instructor-Led Class Registrations:**
>
> Please do **NOT** attempt to register more than **FIVE** students per class date per agency.

   Do NOT attempt to register more than FIVE students per class, per agency. If more than five students from your agency are registered, only the first five meeting the prerequisite requirements will receive training confirmation.

18. To register your next student, click the link located at the bottom of the *Confirmation Page*.

Please inform your staff that they will receive an email within two to three business days upon enrollment **approval**. When the student receives the enrollment approval email, ask that they forward it to you for your records.

Do NOT assume your student is registered until they receive an email confirmation from PPSD Training.

Please contact us at PPSDTraining@sco.ca.gov if you have any questions.

Thank you,

State Controller's Office | Personnel & Payroll Training Services